

Shipping Lab Specimens - Refrigerated

- Package refrigerated specimens per Category B.
- Refrigerate specimens at 2 - 8° C and ship overnight to WPHL with sufficient ice packs to keep the specimens cold throughout transport.
- The FedEx Specimen Pack is available by ordering through FedEx, free of charge.

Shipping Lab Specimens - Frozen

- If a delay in testing or shipping is expected, store specimens at -70°C or below and then ship on dry ice.
- If your facility doesn't have a -70°C freezer, -20°C or below will suffice. Avoid freeze/thaw cycles.
- Package frozen specimens per Category B with a dry ice marking on the box.
- Do not use the FedEx Specimen Pack for dry ice shipments. An insulated Category B box is required.
- Ensure specimens will remain frozen by packaging them with sufficient quantities of dry ice.

FedEx Shipping Labels for shipping specimens Monday through Thursday are available on the Wyoming Public Health Laboratory website at:

<https://health.wyo.gov/publichealth/lab/>

(SEE NOTE BELOW)

For guidance with shipping issues, contact:

Shawna Dereemer shawna.dereemer@wyo.gov 777-3735

Gale Stevens gale.stevens@wyo.gov 777-3375

PLEASE NOTE: If you are shipping on a Friday, you must generate a FedEx shipping label from FedEx.com. check the **SATURDAY DELIVERY OPTION BOX ON THE LABEL**. This is the correct option to ensure next day delivery on Saturday.

SHIPPING SPECIMENS IN ACCORDANCE WITH UN3370 BIOLOGICAL SUBSTANCE CATEGORY B - REFRIGERATED

Shipping regulations covering the shipment of infectious substances by commercial carriers is regulated by the Department of Transportation. Specific guidelines are followed when offering a UN3373 Category B infectious substances, for shipment and must be packaged in the following manner. (49 CFR Parts 100 – 185 §173.199)

CATEGORY B SHIPPING SUPPLY LIST:

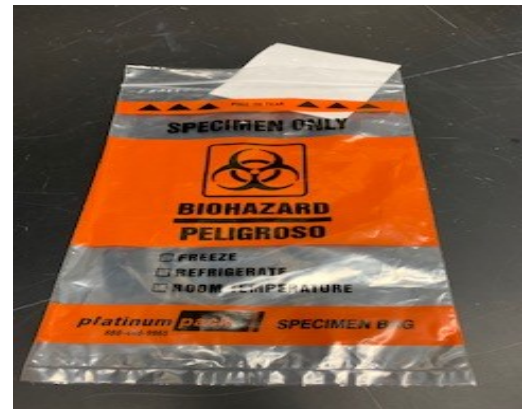
1. Fed Ex Category B Shipper
2. Viral Transport media
3. Biohazard Specimen Bag with absorbent pad inside
4. Cold Pack
5. Orange Topped Container with UN3373 Label affixed
6. Red Cap Requisition (Picture at the end of Instructions)



1. Category B must be packed in a triple packaging consisting of a primary receptacle (1), a secondary packaging (2), and rigid outer packaging (3) labeled appropriately with the UN3373 Diamond:



(1) PRIMARY RECEPTICAL - Viral Transport Media (VTM) containing collection swabs.



(2) Biological specimen bag with absorbent material serves as SECONDARY PACKAGING.



(3) Orange canister with appropriate labeling that serves as RIGID OUTER PACKAGING.

2. Once specimen is collected and placed in VTM (1), ensure the container is tightly closed, and place into a biohazard specimen bag containing an absorbent pad (2). Place the Red Cap requisition in outer pouch of the bag.



1

2

3. Seal the biohazard specimen bag tightly and roll it up with enough ice packs to maintain the integrity of the specimen. Tuck into the orange topped container and close securely.

Place enough cold packs in the container to maintain the specimen at appropriate temperatures during shipment.



4. Place the sealed container inside the FedEx shipment pack, ensuring you are using the pack designated for biological shipping of UN3373 substances. (It is important to use the appropriate packaging in order to meet the mandatory requirements of the 49 CFR Parts 100 – 185 §173.199.



You have now successfully packaged your specimen to ship legally under the specified regulations.

SHIPPING SPECIMENS IN ACCORDANCE WITH UN3370 BIOLOGICAL SUBSTANCE CATEGORY B - FROZEN

Category B Frozen Specimens are packaged the same way as refrigerated, see page one, supply list.

The specimen is triple packaged with a requisition tucked into the outer pouch of the biohazard specimen bag.

Instead of packaging the specimen with ice packs inside the orange topped container, include enough packaging material inside the container to keep the specimen stable. Seal container tightly.

To ship frozen specimens you must use a Category B shipping box including a Styrofoam cooler insert:



The orange topped container containing the specimen is placed inside the Styrofoam lined shipping box. Pack dry ice around the outside of the container and close the Styrofoam lid.

Close the box and tape it shut across the top, leaving the sides untapped to ensure the package can vent CO₂ from the dry ice.

Apply the appropriate labels and markings as shown on the next page.



BIOLOGICAL SUBSTANCE
CATEGORY B

The UN3373 label specifies that the shipment contains a Category B Biological Substance.



Dry Ice shipments must include a UN1845 label and notes the amount of dry ice in the shipment (in kilograms). 2.2 lbs = 1 Kg

FROM: The Perfection Laboratory

1234 Excellence Drive

Right Way, WY 82000

TO: Wyoming Public Health Laboratory

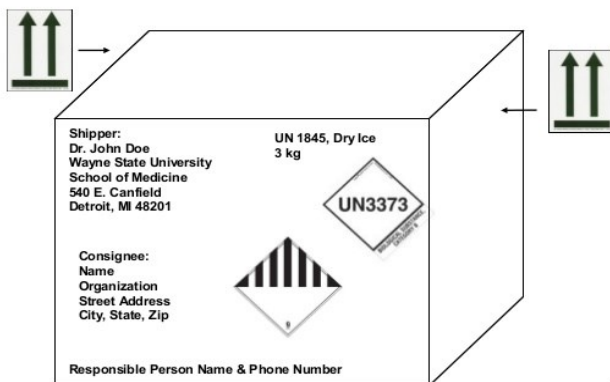
208 South College Drive

Cheyenne, WY, 82007

Consignor (facility offering the package for shipment)

Consignee (facility receiving the package)

Marking and Labeling Category B on Dry Ice



Your package will look like this when you are done.

Directional marks are needed on the sides of the box and are usually printed directly on the box.

Include a name and phone number on the outside of the box of the person who will be responsible for the shipment.

You have successfully packaged a Category B frozen specimen packed on dry ice for shipment.

FedEx [®] **US Airbill**
Express Tracking Number **8726 2675 4154**

Form ID No. **0200**

Sender's Copy

1 From Please print and press hard.

Date **DD-DD-BDD** Sender's FedEx Account Number **SENDER'S FEDEX ACCOUNT NUMBER ONLY**

Sender's Name **BRUCE L. ELLA** Phone **XXX, XXXX**

Company **THE PERFECTION LABORATORY**
Address **1234 EXCELENCE DRIVE** Dept./Floor/Suite/Room

City **RIGHT WAY** State **WY** ZIP **82000**

2 Your Internal Billing Reference
First 24 characters will appear on invoice.

OPTIONAL

3 To Recipient's Name _____ Phone () _____

Company **MY PUBLIC HEALTH LAB**

Address **208 S. COLLEGE DR** Dept./Floor/Suite/Room

Address Use this line for the HOLD location address or for continuation of your shipping address.

City **CHEYENNE** State **WY** ZIP **82007**

Learn to pack like a pro at fedex.com/packaging
Or let our pros pack for you with FedEx OfficeSM Pack & Ship.

4a Express Package Service

*To most locations.

Packages up to 150 lbs.

☒ **FedEx Priority Overnight** Next business morning, *Friday shipments will be delivered on Monday unless SATURDAY Delivery is selected.
☐ **FedEx Standard Overnight** Next business afternoon, *Saturday Delivery NOT available.
☐ **FedEx First Overnight** Earliest next business morning delivery to select locations.

☐ **FedEx 2Day** Second business day, *Thursday shipments will be delivered on Monday unless SATURDAY Delivery is selected.
☐ **FedEx Express Saver** Third business day, *Saturday Delivery NOT available.

4b Express Freight Service **To most locations. Packages over 150 lbs.

☐ **FedEx 1Day Freight** Next business day, *Friday shipments will be delivered on Monday unless SATURDAY Delivery is selected.
☐ **FedEx 2Day Freight** Second business day, *Thursday shipments will be delivered on Monday unless SATURDAY Delivery is selected.
☐ **FedEx 3Day Freight** Third business day, *Saturday Delivery NOT available.

5 Packaging Declared value limit \$500.
☐ **FedEx** Envelope* ☒ **FedEx Pak*** Includes FedEx Small Pak and FedEx Large Pak. ☐ **FedEx** Box ☐ **FedEx** Tube ☐ **Other**

6 Special Handling and Delivery Signature Options

☐ **SATURDAY Delivery** NOT available for FedEx Standard Overnight, FedEx Express Saver, or FedEx 2Day Freight.

☐ **No Signature Required** Package may be left without obtaining a signature for delivery. ☐ **Direct Signature** Someone at recipient's address may sign for delivery. ☐ **Indirect Signature** If no one is available at recipient's address, someone at a neighboring residential delivers only. *Fee applies.*

Does this shipment contain dangerous goods? *One box must be checked.*
☒ **No** ☐ **Yes** As per attached Shipper's Declaration. ☐ **Dry Ice** Dry Ice, 3 UN 1845 _____ x _____ kg *****
☐ **Dangerous goods** including dry ice cannot be shipped in FedEx packaging or placed in a FedEx Express Drop Box. ☐ **Cargo Aircraft Only**

7 Payment Bill to:

☐ **Sender** Add bill to Section 1. ☒ **Recipient** ☐ **Third Party** ☐ **Credit Card** ☐ **Cash/Check**
FedEx Acct. No. **103094976** Exp. Date _____
Total Packages **1** Total Weight **2** lbs. \$ **100.00** Total Declared Value*

Turn liability is limited to \$100 unless you declare a higher value. See back for details. By using this Airbill you agree to the service conditions on the back of this Airbill and in the current FedEx Service Guide, including terms that limit our liability.

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COVID-19

Resize font:



Please complete and submit the survey below. Once you've submitted the survey, download and print the PDF. This document **MUST** be included in the box with the sample. The Wyoming Public Health Laboratory has limited capacity. Samples **will** be prioritized for testing based on the current HAN.

Please note: The patient name and date of birth **MUST** match the specimen tubes **EXACTLY** in order for there to be no delays.

WY PUI Number

* must provide value

Patient Demographics

First Name

* must provide value

Last Name

* must provide value

Street Address

* must provide value

City

* must provide value

State

* must provide value

Zip Code

* must provide value

Phone Number

* must provide value

Date of Birth

* must provide value

  Today M-D-Y

An example of the Red Cap requisition to be submitted with specimen. Place in outer pouch of the biohazard specimen bag.

This requisition can be found at https://is.gd/wdh_covid19/.

If you do not complete the online form your sample will not be tested. This form must be printed, submitted, and sent with the specimen to the WPHL.

Be sure to PRINT your requisition BEFORE you click "Submit".